

Brookline School Committee  
Capital Improvements Sub-Committee Minutes  
Tuesday January 12, 2016  
4:00 – 6:00 PM  
5<sup>th</sup> Floor Conference Room, Town Hall

Capital Improvements Sub-Committee Members present: David Pollak (Chair), Helen Charlupski, Barbara Scotto, Rebecca Stone.

School Staff present: Joe Connelly (Interim Superintendent), Mary Ellen Dunn (Deputy Superintendent for Administration and Finance), Matt Gillis (incoming Director of Facilities).

Town Staff present: Charlie Simmons (Director of Buildings), Tony Guigli and Ray Masak (Building Department).

School Committee members present: Susan Wolf Ditzkoff

Others Present: Carla Benka (Advisory Committee), Mark Gray.

The meeting was called to order at 4:10 PM.

**Past Record**

Capital Subcommittee meeting minutes of 12/11/2015 were moved by Ms. Stone, seconded by Ms. Scotto and approved unanimously.

**PSB Infrastructure and Facility Plan FY2016-FY2022 (DRAFT)**

Mary Ellen passed out a draft document provisionally titled “PSB Infrastructure & Facility Plan FY2016 – FY2022. She emphasized the draft nature of the document and described its structure, goals, and the state of development of each part. She noted that she had only just provided it to the Capital Subcommittee and to Building Department, and so no one had yet been able to provide feedback. The document is made up of three parts:

1. An overview of recent and projected enrollment growth and the efforts and plans to address the expansion needs of the schools.
2. A forward looking draft timeline for capital projects.
3. A draft annual schedule for the development of PSB’s CIP.
4. A compendium of all PSB and PSB-related CIP projects (excerpted from the TOB CIP document), including Parks and Rec projects, DPW projects, etc.
5. A capital inventory/assessment of each school building/facility that will be updated annually and provide a reference for future planning.

Several minutes were spent reading the draft.

Mary Ellen reiterated that much of the document is undeveloped – particularly the inventory/assessment of each school which Matt Gillis will develop once he arrives on staff – and said that at this time she is looking for high level feedback on the draft: Is this going in the right direction? Is there content missing? What charts and graphs should be included? What formatting changes would make it better?

A number of suggestions came out of the ensuing discussion including:

1. Provide more hierarchy/structure to the Table of Contents so that it communicates more of the meaning and use of the document at a glance (and aids navigation).
2. Provide an index at the back of the document with topics, searchable.
3. Lots of excitement about the building-by-building assessments. These should provide data on programmatic sufficiency/deficiency, not just boilers and roof replacements. Might be called something like “Conditions and Uses.” How many lunches are necessary? How many classes can fit in the auditorium? Condition of outdoor facilities also inventoried in detail.
4. Clearly identify all of the spaces that “belong” to PSB but that are controlled or administered or maintained by others, and vice versa. Parks and playgrounds are a prime example. Sperber, Baldwin, Lynch.
5. Identify and address leases/rentals and other short term facilities: Temple Ohabei, Temple Emeth, 30 Webster St., 62 Harvard St. 24 Webster Place, Baker temporary classrooms. Provide a clear explanation of the reason that leases are carried in the CIP rather than as an operating expense. Follow through here or elsewhere on the question of whether there should be a revision of how Capital Projects are defined in Town of Brookline financial policy.

6. Develop and provide projections of administrative space needs over the next ten years. We need to track adults – how much space do we have and how much do we need?
7. Provide some kind of featured focus on district wide programs – where, how big, growth projections and potential space needs, etc. For example, there has been discussion of a second RISE program site.
8. Provide some link or discussion between capital projections – particularly facility growth (9<sup>th</sup> school, etc.) and associated operating budgetary implications.
9. Include transportation and parking in some way – both building-by-building but also policy and strategy how this fits into the facility/capital plan.
10. Provide a whole appendix on enrollment with lots of reference materials, and links.
11. Put PSB CIP into context of TOB CIP – big picture but drawn from the PSB point of view.
12. The section that includes all of the non PSB CIP projects – like Pierce Playground – is great, showing both the broader benefits to the schools and also alerting the school community to disruptions when capital projects happen.
13. Reformat the timeline so that it reads across rather than down, consider using project management format with bar chart, etc. Show critical path for each project.
14. Add administration/staffing requirements to the capital projects framework.

#### **BHS Expansion/MSBA SOI Submission Decision**

Joe said that staff is reviewing the SMMA draft report and will also circle back with Jack McCarthy at MSBA. We need to keep the momentum going, review all of the concept studies done by both HMFH and SMMA, but we can't start a feasibility study until we have a partnership agreement with MSBA if we are going to get their financial support.

There was a discussion of the various available approaches including submitting a new SOI for either project as well as proceeding without MSBA on either or both projects. It was acknowledged that we are competing against about 100 other communities submitting "Core" projects and that with the Devotion project still in progress the odds may be stacked against us.

#### **9<sup>th</sup> School Site Selection Process**

The next joint School Committee and Board of Selectmen meeting to discuss 9<sup>th</sup> School sites is scheduled for January 21.

The meeting was adjourned at 6:00 PM.